

# Project Submittal

TRACKING NO. DS \_\_\_\_\_



City of Tempe  
Development Services Dept.  
P.O. Box 5002  
31 E. 5th Street  
Tempe, Arizona 85282-5002

BP \_\_\_\_\_  
CA \_\_\_\_\_  
X \_\_\_\_\_

PC \_\_\_\_\_  
PPC \_\_\_\_\_

Planning Phone 480-350-8331

Building Phone 480-350-8341

**PLEASE PRINT**

PROJECT NAME:		DATE:	
PROJECT ADDRESS:		SUITE NO:	PARCEL NO:
PROPOSED USE OF BLDG / SUITE:		EXISTING ZONING:	
LEGAL DESCRIPTION:		MCA CODE:	1/4 SECTION
<input type="checkbox"/> Attached			
R E Q U I R E D	COMPANY OR FIRM NAME:		TELEPHONE: ( )
	APPLICANT'S NAME:		FAX: ( )
	APPLICANT'S ADDRESS: CITY		STATE ZIP
	<input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ATTORNEY <input type="checkbox"/> OTHER _____		E-MAIL ADDRESS
R E Q U I R E D	COMPANY OR FIRM NAME:		E-MAIL ADDRESS
	OWNER'S NAME:		TELEPHONE: ( ) FAX: ( )
	OWNER'S ADDRESS: CITY		STATE ZIP
	DESCRIPTION OF WORK / REQUEST:		
APPLICANT'S SIGNATURE: REQUIRED			VALUATION

**FOR DEPARTMENT USE ONLY**

PLANNING (480-350-8331)	Fees	BUILDING (480-350-8341)	Fees	No. of Sets of Plans Submitted:	
<input type="checkbox"/> Prelim Site Plan Review	_____	<input type="checkbox"/> Building	_____	_____ Building	
<input type="checkbox"/> Design Review	_____	<input type="checkbox"/> New	_____	_____ Fire	_____ Planning
<input type="checkbox"/> Design Review Sign	_____	<input type="checkbox"/> Complete	_____	_____ Signs	_____ Engineering
<input type="checkbox"/> Sign Permit	_____	<input type="checkbox"/> Prelease	_____		
<input type="checkbox"/> B of A/Hearing Officer	_____	<input type="checkbox"/> Basic	_____	<input type="checkbox"/> Soils Report	<input type="checkbox"/> Application / Material
<input type="checkbox"/> Recordation	_____	<input type="checkbox"/> Add / Alt	_____	<input type="checkbox"/> Specs Book(s)	<input type="checkbox"/> Parking Analysis
<input type="checkbox"/> Other _____	_____	<input type="checkbox"/> TI	_____	<input type="checkbox"/> Struc Calcs	<input type="checkbox"/> Color Board
<input type="checkbox"/> P & Z <input type="checkbox"/> CC	_____	<input type="checkbox"/> AFES (overhead)	_____	<input type="checkbox"/> Hydraulic Calcs	<input type="checkbox"/> Report _____
<input type="checkbox"/> Zoning	_____	<input type="checkbox"/> Res	_____	<input type="checkbox"/> Haz Mat Form	<input type="checkbox"/> Other _____
<input type="checkbox"/> PAD	_____	<input type="checkbox"/> Pool	_____	<b>VALIDATION</b>	
<input type="checkbox"/> Subdivision / Condo	_____	<input type="checkbox"/> Demo	_____		
<input type="checkbox"/> Site Plan	_____	<input type="checkbox"/> Grading Only	_____		
<input type="checkbox"/> Development Plan	_____	<input type="checkbox"/> MEP	_____		
<input type="checkbox"/> General Plan 2020 Amend	_____	<input type="checkbox"/> Mobile Home	_____		
<b>ENGINEERING (480-350-8341)</b>		<input type="checkbox"/> Factory Built Bldg	_____		
<input type="checkbox"/> Engineering	_____	<input type="checkbox"/> Revision	_____		
<input type="checkbox"/> Revisions	_____	<input type="checkbox"/> New Standard Plan	_____		
<input type="checkbox"/> Other _____	_____	<input type="checkbox"/> Permits For Std. #	_____		
<b>FIRE (480-350-8341)</b>		<input type="checkbox"/> Other _____	_____		
<input type="checkbox"/> Tanks	_____	<input type="checkbox"/> NTC	_____		
<input type="checkbox"/> Special Extinguishing System	_____	<input type="checkbox"/> Suite Assignments	_____		
<input type="checkbox"/> Dust Collection Systems	_____				
<input type="checkbox"/> Spray Paint Booth	_____				
<input type="checkbox"/> AFES (underground)	_____				
<input type="checkbox"/> Other _____	_____				
				TOTAL VALUATION	FILE WITH:
				\$	
				TOTAL SUBMITTAL FEES:	REC'D BY:
				\$	

Plans and drawings submitted for Planning Division processes are subject to dissemination to the public

# INSTRUCTIONS FOR PROJECT SUBMITTAL

## PROJECT INFORMATION

**NAME:** Subdivision Name/Plan of Development, etc.

**ADDRESS:** Site address, assessor's parcel number, and suite number

**PROPOSED USE:** i.e. single-family residence, office, medical office retail, school, restaurant, office/warehouse, carport, manufacturing, 68 unit apartment, 72 unit hotel, etc.

**EXISTING ZONING:** Zoning at time of application

**LEGAL DESCRIPTION:** Provide complete Legal Description of property on which permitted work will be done. If legal description is too long for space provided, attach a separate sheet with legal description.

## APPLICANT/OWNER INFORMATION

Name, address, e-mail, telephone and FAX number of individual to be contacted for questions / corrections and notification of project status.

Applicant/Owner information AND signature of Applicant required on all submittals.

## DESCRIPTION OF WORK

**PLANNING:** i.e. site plan review, Design Review, signs, Board of Adjustment, Zoning/Rezoning, PADs, Subdivision/Condo, Development Plan, General Plan Amendment, etc.

**BUILDING:** i.e. interior remodel, addition to existing residence, prefabricated carport, construction due to fire damage, conversion of existing office to sales, conversion of garage or carport to living space, relocated building, revisions of an active permit, etc.

### **Classes of work include:**

- NEW** all new non-residential buildings (multi-family, office, industrial, assembly, retail, other commercial etc.). All new construction must be further identified as '**Complete**', '**Prelease**' or '**Basic**' type buildings. Upon final inspection approval 'Complete' buildings will receive a Certificate of Occupancy. 'Prelease' and 'Basic' buildings are shell buildings resulting in the issuance of a 'Letter of Compliance' with Certificate of Occupancies issued at the time of tenant build-out
- A/A** additions or alterations to an existing building that increases floor area or requires structural review.
- T.I.** tenant improvement work - no increase in floor area and no structural work.
- WB** tenant improvement without certificate of occupancy.
- AFES** automatic fire extinguishing systems.
- RES** all work (new, remodel, additions, etc.) relating to one and two family dwellings.
- POOL** swimming pools
- DEMO** this type of permit covers the demolition of an entire building and is not issued for demolition associated with interior work. Interior demolition work is covered under the building permit. Demolitions resulting from unauthorized construction (work done without permits) will require demolition permits.
- OTHER** that work which does not fit into any of the above categories, i.e. mobile homes, factory built buildings, retaining walls, prefabricated metal parking structures, relocated buildings, etc.
- MEP** application is for mechanical, electrical, or plumbing work only.
- NTC** citation issued for doing any work above requiring a permit. NTC requires the addition of an investigation fee to the permit fees. May also apply to variance applications.

**ENGINEERING:** on-site, storm water retention, refuse enclosures, curb cuts, etc

**FIRE:** installation of fuel tanks, spray paint booths, review of hazardous material forms, dust collection systems, etc.